

REQUIREMENT FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 470
PAGE
NO. 1

1. Requesting Agency

DEPT. OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

CROWNSVILLE STATE HOSPITAL

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | <p>GENERAL ACCOUNTING RECORDS</p> <p>Size: Varied Quantity: 250 Cubic Feet File Arrangement: Chronological Audit: State</p> <p>This record series includes all standard State accounting forms, as well as general accounting records which are supporting data to the permanently retained General Ledgers or other books of final entry.</p> <p>These records have value only for the three-year statutory limitation or, if subject to audit, for three years or until audited, whichever is later. All or some of the following records are found in each agency:-</p> <p>COMPTROLLER OF THE TREASURY</p> <p><u>Form No.</u></p> <table><tbody><tr><td>E-1-S</td><td>Memorandum of Adjustment</td></tr><tr><td>E-1 & E-1/2</td><td>Distribution of Charges</td></tr><tr><td>DD-1</td><td>Transmittal</td></tr><tr><td>GAO-1 & GAO-1B</td><td>Certificate of Deposit and Bank Deposit Slip</td></tr><tr><td>GAO-B15</td><td>Monthly Report of State Funds Collected and Deposited</td></tr><tr><td></td><td>Distribution of Unexpended & Obligated Balances</td></tr><tr><td></td><td>Monthly Statement of Balances</td></tr><tr><td></td><td>*Transmittals (General Schedule G-5, Item 3)</td></tr><tr><td></td><td>*Warrants, Paying & Receiving (General Schedules G-3 and G-4, Item 3)</td></tr></tbody></table> <p>*State Treasurer's copies of Transmittals and Warrants are either permanently retained or microfilmed and the film retained permanently.</p> <p>PURCHASING BUREAU (DEPARTMENT OF BUDGET & PROCUREMENT)</p> <table><tbody><tr><td>1-A</td><td>Requisition for Supplies (also Agency Inter-office Requisitions)</td></tr><tr><td>47-A</td><td>Purchase Order</td></tr><tr><td>100-16</td><td>Out-of-Schedule Requisition for Supplies</td></tr></tbody></table> <p>(continued)</p> | E-1-S | Memorandum of Adjustment | E-1 & E-1/2 | Distribution of Charges | DD-1 | Transmittal | GAO-1 & GAO-1B | Certificate of Deposit and Bank Deposit Slip | GAO-B15 | Monthly Report of State Funds Collected and Deposited | | Distribution of Unexpended & Obligated Balances | | Monthly Statement of Balances | | *Transmittals (General Schedule G-5, Item 3) | | *Warrants, Paying & Receiving (General Schedules G-3 and G-4, Item 3) | 1-A | Requisition for Supplies (also Agency Inter-office Requisitions) | 47-A | Purchase Order | 100-16 | Out-of-Schedule Requisition for Supplies | |
| E-1-S | Memorandum of Adjustment | | | | | | | | | | | | | | | | | | | | | | | | | |
| E-1 & E-1/2 | Distribution of Charges | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD-1 | Transmittal | | | | | | | | | | | | | | | | | | | | | | | | | |
| GAO-1 & GAO-1B | Certificate of Deposit and Bank Deposit Slip | | | | | | | | | | | | | | | | | | | | | | | | | |
| GAO-B15 | Monthly Report of State Funds Collected and Deposited | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Distribution of Unexpended & Obligated Balances | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 47-A | Purchase Order | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100-16 | Out-of-Schedule Requisition for Supplies | | | | | | | | | | | | | | | | | | | | | | | | | |

7. Agency, Division or Bureau Representative

D. Robert Schain

Accountant IV

April 17, 1969

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

APR 28 1969

Date

Archivist

Date

Secretary

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| 1 (cont.) | <p data-bbox="500 287 908 329">PURCHASING BUREAU (cont.)</p> <p data-bbox="198 329 330 351"><u>Form No.</u></p> <p data-bbox="198 351 1313 585">39-A & 40-A Stores Requisition CF-2 & CF-3 Copy of Contract Awarded 27-A " " " " 100-24 Actual Emergency & Repairs Report 26-A Notice of Award of Contract 51 Report of Partial Delivery 52 Credit Memorandum</p> <p data-bbox="346 606 1156 649">BUDGET BUREAU (DEPARTMENT OF BUDGET & PROCUREMENT)</p> <p data-bbox="198 649 1313 851">BB-1 (revised, formerly BB-1 & BB-2) Budget Schedule Amendment BP Inv. R101 Report of Fixed Assets BP Inv. R102 Report of Materials & Supplies BP Inv. 31-6 Materials and Supplies Physical Inventory BP 1-11 Budget Estimates BB-40 Request for Position Action</p> <p data-bbox="520 861 958 904">GENERAL ACCOUNTING RECORDS</p> <p data-bbox="198 904 1313 1404">Paid Bonds Paid Bills and Invoices Receipt Copies and Stubs Bank Books, Statements, and Deposit Receipts Cancelled Checks, Check Copies & Check Stubs Reconciliation and Trial Balance Sheets Budget Papers and Work Sheets Requisitions and Purchase Orders Delivery Orders and Receipts Receiving Reports Daily and Monthly Time Sheets Gas Withdrawal Tickets and Mileage Reports P-1 Stock Record Card P-3 Memorandum Receipt & Property Condemnation Report P-7 Delivery Order & Receipt Periodic Financial Reports to Local and State Agencies Withholding Tax Forms and Statements (Local, State and Federal)</p> <p data-bbox="619 1404 925 1447">PAYROLL ACCOUNTING</p> <p data-bbox="198 1447 1313 1617">Payroll & Check Register (formerly Payroll Journal), [General Schedule G-2, Item 1-d]* Payroll Exceptions Time Report (formerly Payroll Exceptions, Additions & Deductions), [Gen. Sched. G-2, Item 2-b]* Payroll Warrants, [Gen. Sched. G-3, Item 3]* Payroll Transmittals, [Gen. Sched. G-5, Item 3]*</p> <p data-bbox="198 1617 1313 1713">*State Treasurer's copies of the Payroll records are the master copies and are either permanently retained or microfilmed and the film retained permanently.</p> <p data-bbox="198 1713 1313 1883">Tab cards (punched cards) used for intermediate accounting purposes, and all printed and mimeographed material are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be de- stroyed as soon as no longer needed by the office and their retention is not necessary to maintain an audit trail.</p> <p data-bbox="198 1893 1313 2000">RECOMMENDATION: RETAIN ALL EXCEPT NONRECORD MATERIAL FOR THREE YEARS OR (IF SUBJECT TO AUDIT) UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p> | |

(continued)

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| 2 | <p>MASTER AUTHORIZATION CARD (Now: EMPLOYEE'S STATUS CARD)</p> <p>Form No. CPB-DPS 100-11 (MS 853-A) Size: 5" x 8" (7-5/16" x 3½" punched card) Quantity: 1 cu. ft. Dates: 1964... Audit: State</p> <p>These cards are the authorization for placing an employee's name on the payroll and for making changes in pay or employment status.</p> <p>The Master Authorization Card was superseded in 1964 by the Employee's Status Card (MS 853-A), a punched card with interpretation. It has space to show reason for employee leaving the agency, for reclassification, change of status, promotion, or transfer; accrued leave, and effective date.</p> <p>This card, updated and replaced if there is a change in status, is retained until the employee leaves the agency. After a position becomes vacant, the card is returned to the Commissioner of Personnel, who sends back a vacancy card. When the position is filled, the agency returns the card to the Commissioner with the appointment form (MS 350-D), and a new Employee's Status Card is returned to the agency so that the file is always current at the agency level, and thus there is no accumulation of disposable cards.</p> <p>Disposition of cards which accumulate in the files of the Commissioner of Personnel and in the Central Payroll Bureau is provided for in separate schedules. The Recommendation below applies only to the old Master Authorization Cards (CPB-DPS 100-11).</p> <p>RECOMMENDATION: RETAIN MASTER AUTHORIZATION CARD FOR THREE YEARS AFTER REPLACEMENT BY EMPLOYEE'S STATUS CARD, THEN DESTROY.</p> | |
| 3 | <p>LEAVE RECORDS</p> <p>Form No.: MS 920 (Standard State form) Size: 5" x 8" Quantity: 3 cu. ft. Dates: 1963... Audit: State</p> <p>This file includes the following records:-</p> <p>Leave Record Cards (MS 920) - prepared annually for each employee: <u>See Recommendation "A"</u>.</p> <p>Leave Applications (requests) - <u>See Recommendation "B"</u>.</p> <p>Doctor's Certificates - <u>See Recommendation "B"</u>.</p> <p>RECOMMENDATION: A. RETAIN LAST LEAVE RECORD FOR FOUR YEARS AFTER DATE OF SEPARATION OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p> <p>B. RETAIN OTHER RECORDS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p> | |